



## Foreign Affairs Handbook

### 4 FAH-3 – Financial Management Procedures Handbook

**Change Transmittal:** FMP-56

**Date:** June 29, 2010

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## 4 FAH-3 H-470 TRANSPORTATION OF PASSENGERS AND THINGS

### Changes

1. **4 FAH-3 H-472.8-1, Traveler's Responsibility:** Subsection title changed from Action by Traveler to Traveler's Responsibility. Paragraphs a, b, c, d, and e were completely rewritten and list additional instructions for the traveler:
  - The traveler is responsible for the proper performance of official travel and the proper shipment/storage of his or her own effects;
  - If the traveler does incur excess transportation costs, such as for indirect routing, the traveler must pay such costs to the carrier at the time of procurement; and
  - Travelers are responsible for the use and/or disposition of all tickets and U.S. Government transportation requests (GTRs) and must notify the executive office/post management office of unused tickets and/or refunds due to the U.S. Government.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and darkmagenta. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic, which provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 4 FAH-3 H-470 (CT:FMP-33, 11-01-2005; 26 pages) and replace it with revised subchapter 4 FAH-3 H-470 (26 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT: FMP-56, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(RM/FPRA/FP)**